



# CITY OF SAN ANTONIO

P.O. Box 839966 San Antonio, Texas 78283-3966

September 24, 2009

## REQUEST FOR QUALIFICATIONS

**RFQ-036-09**

### **WALTERS STREET COMMERCIAL AND RESIDENTIAL DESIGN CHARRETTE**

To All Interested Parties:

The City of San Antonio is soliciting proposals from qualified firms for a Walters Street Commercial and Residential Design Charrette.

#### **Purpose**

The purpose of this design charrette is to develop recommendations to encourage commercial, retail and market-rate residential development that would support both Fort Sam Houston personnel—on-Post as well as commuting—and the local neighborhoods. The need to undertake the charrette is due to the tremendous growth Fort Sam Houston will experience due to the Base Realignment and Closure (BRAC) 2005 actions. The charrette will build off of a number of existing and future factors:

- The closure of the New Braunfels gate as a result of 9/11 has caused significant traffic disruptions in the area and has resulted in a loss of connectivity.
- The Walters Street entrance to Fort Sam Houston will become the premiere entrance to the Post BRAC 2005 is complete. The Walters Street gate will serve as the primary thoroughfare for daily commuters and will be the main entrance for visitors to the Post.
- Walters Street will be expanded from four to six lanes and will include a multi-use path and expanded sidewalks to encourage non-vehicular community and provide additional amenities to the military and the community. The City of San Antonio, State of Texas and Fort Sam Houston are working together to make sweeping improvements to Walters Street.
- The neighborhoods along Walters Street are struggling and have been traditionally under-served. BRAC expansion at Fort Sam Houston and the improvements to Walters Street provide an excellent opportunity for commercial, retail and residential revitalization along Walters Street that could bring benefits to both the neighborhoods and the Post.

- The community does not want an expanded Walters Street to become a corridor that divides the community from the military. Rather, they want Walters Street to serve as the catalyst for revitalization that ties the military and the community closer together through business and residential development.

One of the high-priority recommendations from the Fort Sam Houston Growth Management Plan (FSH-GMP) was the revitalization of Walters Street. The FSH-GMP recommended the City of San Antonio develop strategies to encourage commercial, retail and market-rate residential and commercial development to support military personnel working on and commuting to Fort Sam Houston as well as the local neighborhoods.

The FSH-GMP advocated a walk-able, live-able community for both military and civilian families in the neighborhoods adjacent to Fort Sam Houston. The expected outcomes from the charrette would include proposals for:

- Commercial development along Walters Street that provides support services such as dry cleaners, grocery stores, gas stations, etc. for military and civilian families would create the high-quality of life in the neighborhood that would foster residential revitalization.
- Creation of a community atmosphere that would encourage continued economic development and market-rate residential development to serve both the local neighborhoods and personnel at Fort Sam Houston.
- A coherent theme for the area along the Walters Street, from IH-35 to the Fort Sam Houston gate.
- A more aesthetically pleasing environment for businesses and residents that provides a welcoming entrance into the southern portion of Fort Sam Houston will also encourage revitalization of the area.

The Walters Street Design charrette will provide a plan that can serve as a guide for commercial, retail and residential development that will benefit both the military and the local community.

### **Background**

As a result of the increase in force protection measures due to 9/11, the subsequent closure of the New Braunfels Street Gate, the resulting disruption of traffic flow into and off the Post and the tremendous increase of growth at Fort Sam Houston, the Walters Street entrance to Fort Sam Houston will become the premiere entrance to the Post once Base Realignment and Closure (BRAC) 2005 actions are completed. It will be the primary thoroughfare for daily commuters and will be the main entrance for visitors to the Post. To accommodate the enormous growth at Fort Sam Houston and the increased daily traffic on to and off the Post, the City of San Antonio, State of Texas and Fort Sam Houston have been working together to make sweeping improvements to Walters Street.

The Texas Department of Transportation (TxDOT) is currently widening and improving the Walters Street Bridge over Interstate Highway 35. The bridge will be expanded from

four to six lanes (four lanes into the Post and two lanes out) and will feature new architectural styles to complement the architecture at Fort Sam Houston. In addition, the City of San Antonio will also widen Walters Street Road from four to six lanes and include a 15 foot multi-use path for pedestrians and bicyclists. Fort Sam Houston will also improve its Access Control Point (ACP) widening it to match the six lane road on Walters and add a permanent visitor's center. These improvements, coordinated and undertaken in concert with Fort Sam Houston, the City of San Antonio and TxDOT, will provide both Fort Sam Houston and the City of San Antonio with a world-class entrance to a state-of-the-art military teaching and research facility.

**Project Justification:**

The purpose of this design charrette is to develop recommendations to encourage commercial, retail and market-rate residential development that would support both Fort Sam Houston personnel—on-Post as well as commuting—and the local neighborhoods as well as to facilitate traffic flows on Walters Street.

It is anticipated that the expansion and improvement of Walters Street from the I-35 Bridge up to the Post will provide a tremendous positive impact to both the military and the community, especially in the southern neighborhoods immediately adjacent to Fort Sam Houston. These neighborhoods are struggling and have been traditionally under-served. However, the BRAC expansion at Fort Sam Houston and the improvements to Walters Street provide an excellent opportunity for commercial, retail and residential revitalization along Walters Street that could bring benefits to both the neighborhoods and the Post.

One of the high-priority recommendations from the Fort Sam Houston Growth Management Plan (FSH-GMP) was the revitalization of Walters Street with recommendation that the City of San Antonio develop strategies to encourage commercial, retail and market-rate residential and commercial development to support military personnel working on and commuting to Fort Sam Houston as well as the local neighborhoods. A critical factor in encouraging development is to promote a high-quality of life in the local neighborhood that would foster residential revitalization by attracting military families to live in the local neighborhoods. This would create a live-able, walk-able community atmosphere that would encourage continued economic development and market-rate residential development to serve both the local neighborhoods and personnel at Fort Sam Houston.

The design charrette will focus on Walters Street—one block East and one block West (see attached map)—and will allow the community an opportunity to provide input on potential new development and its appearance within community. Moreover, it will result in a coherent theme for the area along the Walters Street corridor from IH-35 to the Fort Sam Houston gate. This project will also encourage revitalization of the area by providing a more aesthetically pleasing environment for businesses and residents and provide a welcoming entrance into the southern portion of Fort Sam Houston.

### **Project Product and Services:**

The primary product to be produced in the course of the design charrette is a plan that can serve as a guide for commercial, retail and residential development. The charrette will:

- Address streetscaping and beautification along Walters Street;
- Identify potential areas for new commercial and market-rate residential development along the Walters Street corridor from the Fort Sam Houston gate south to IH-35 to include support services such as dry cleaners, grocery stores, gas stations, etc. for military and civilian families would create the high-quality of life in the neighborhood that would foster revitalization.
- Include incorporation of mass transit to accommodate the transportation needs of personnel at Fort Sam Houston and the local neighborhoods;
- Facilitate traffic flows into and off of the Post and improve overall connectivity;
- Incorporate the future Freedom Crossing Lifestyle Center at Fort Sam Houston and recommend how the Center can serve as a catalyst for commercial and retail development along Walters Street; and
- Develop a common design theme for the corridor in the context of the City's ongoing bond project to widen and improve Walters Street.

Elements in the final product must include:

- Definition of desirable landscaping;
- Decorative street furniture (benches, kiosks, trash receptacles, fountains, etc.);
- Signage;
- Decorative paving;
- Other design elements that would impact the streetscape;
- Opportunities for commercial and market-rate residential development; and
- Conceptual designs and alternatives for these opportunities.

Finally, the final design plan will explore potential streetscape design techniques available for mitigating the impact of potential street closures/realignments on the surrounding residential areas.

### **Project Deliverables:**

- Develop a work plan in conjunction with City staff.
- Develop a list of potential participants for the charrette. The list must be inclusive of all stakeholders, including but not limited to property owners, area business persons, representatives from the military/Fort Sam Houston, residents of the area, San Antonio for Growth on the Eastside, Fort Sam Houston Community Advisory Board and the Military Transformation Task Force.
- Contact those interested in taking part in the process.
- Provide public notice of meetings using standard City notification procedures

- Conduct the charrette process on an aggressive time frame designed to coincide with anticipated Phase IV of the Government Hill Neighborhood Plan
- Explore the potential for use of streetscape improvements as mitigation for any potential negative effects that limited access to Walters St. would have on businesses as well as residential properties along the corridor
- Explore the potential for commercial and residential development along the corridor in the context of design for the Walters Street bond project.
- Identify any necessary infrastructure improvements—information technology, utilities, sidewalks, roads, etc. that may be necessary to support and encourage commercial/retail development.
- Conduct 3 meetings with the general public
- Provide a presentation on the final design plan to the Military Transformation Task Force and the City of San Antonio Economic and Community Development Committee
- Provide 15 bound copies of the final design plan to include public input during the meetings
- Provide two (2) DVDs of the design plan, all supporting documents and public input

### **Meeting Outline**

- 1<sup>st</sup> Meeting
  - Introduction of the consultant to the participants.
  - Participants will sign a memorandum of understanding which outlines the roles and responsibilities of all participants
  - Consultant will provide overview of issues under preliminary consideration to the participants
  - Consultant will solicit views/opinions/desires from the participants for inclusion into the document
  - Consultant will provide analysis of community comments and input prior to scheduling of second meeting
- 2<sup>nd</sup> Meeting
  - Consultant will present draft manual incorporating community input/concerns as well as staff input
  - Consultant will receive input from participants
  - Consultant will present avenues for potential implementation of the manual
- 3<sup>rd</sup> Meeting
  - Consultant will present document for final review and comment
  - Consultant will provide printed and digital copies to the community team and will also make copies available to the community

### **Project Success**

Successful conclusion of this project will result in the creation of a design manual that describes the design elements inherent in a successful streetscape and commercial/residential development and applies those concepts to the Walters Street Corridor. In addition to design elements the final product will identify and explore any design techniques or approaches that may mitigate the impact that closure or realignment of streets adjacent to Walters would have on the businesses and residential properties along the corridor and on potential new development opportunities.

### **Small Business Economic Development Advocacy (SBEDA) Program**

The City promotes the utilization of small, minority, women and African-American owned businesses in its contracts. The City's Economic Development Department, Small Business Division, is available to offer assistance and clarification related to the City's SBEDA Program and/or completion of the attached List of Subcontractors/Suppliers form. The point of contact is Ms. Grace Luna. Ms. Luna may be reached by telephone at (210)207-3900 or by e-mail at [grace.luna@sanantonio.gov](mailto:grace.luna@sanantonio.gov).

### **Insurance Requirements**

**The City will require the successful respondent to be insured in adequate amounts as determined by City and to provide indemnification to City for its own actions.**

### **Evaluation Criteria**

The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFQ. The City may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFQ. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria, or other criteria to be determined by the selection committee. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. The evaluation criteria for this RFQ are as follows:

- A. Experience (40%)
- B. Work Plan (40%)
- C. Small Business Program (20%)

If interested in providing these services to the City, please submit a proposal to the City which includes the following information:

- Experience in designing commercial/residential corridors and streetscapes and soliciting public participation through standard City processes;
- Experience with land use planning, economic development and working with the community;
- Experience and background of staff members to be assigned to the project;
- Examples of projects the Consultant has completed that are similar in scope and character to the proposed project;
- Proposed work plan,
- Proposed timeline for process;
- The attached List of Subcontractors/Suppliers. If Consultant's firm or agency is certified as a small, minority, woman or African-American owned business, please include copies of certificates.
- Discretionary Contracts Disclosure
- Litigation Disclosure

Respondent shall submit: One (1) original, signed in ink, ten (10) copies of the proposal. Respondent shall submit these items in a sealed package, clearly marked on the front of the package: **“Walters Street Commercial and Residential Design Charrette”**.

All proposals must be received in the **City Clerk's Office** no later than **11:00 a.m., Central Time, on October 9, 2009** at the address below. Proposals submitted prior to the above time and date may be modified provided such modifications are sealed and received by the City Clerk's Office prior to the time and date set for submission of proposals. Any proposal or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Respondents should note that delivery to the P.O. Box address in a timely manner does not guarantee its receipt in the City Clerk's Office by the deadline for submission. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival. Submissions sent via facsimile or e-mail will not be accepted.

Mailing Address:

City Clerk's Office, Attn: Office of Military Affairs  
P.O. Box 839966  
San Antonio, Texas 78283-3966

Physical Address:

City Clerk's Office, Attn: Office of Military Affairs  
100 Military Plaza  
2<sup>nd</sup> Floor, City Hall  
San Antonio, Texas 78205

Please be advised that the City of San Antonio is not responsible for receipt of submittals past the due date stated in this solicitation. Any submittals not in the physical receipt of the City's City Clerk's Office by the stated due date and time will be considered late and may be declared non-responsive.

The selection process utilized by the City of San Antonio through this solicitation shall be a fair and impartial, comparative evaluation of the proposals received, and shall be based on consultant qualifications, experience, proposed plan, working with the community, and ability to meet the City's deadline.

Questions regarding this project should be addressed to Debra Reyes, Purchasing and General Services Department via e-mail to [debra.reyes@sanantonio.gov](mailto:debra.reyes@sanantonio.gov).

Thank you for your consideration.

Attachments:

Small Business Program and List of Subcontractors/Suppliers  
Respondent Questionnaire  
Discretionary Disclosure Form  
Litigation Disclosure Form  
Walters Street Corridor Aerial Map



## SMALL BUSINESS PROGRAM

### 1. **Small Business Participation**

Pursuant to Ordinance No. 2007-04-12-0396, it is the policy of the City of San Antonio to involve Small, Minority, Women and African-American Owned Business Enterprises (S/M/W/AABE) to the greatest extent feasible in the City's discretionary contracts. The intent and purpose of the policy is to ensure that S/M/W/AABE firms have the opportunity to compete for City contracts without discrimination on the basis of race, color, religion, national origin, age, sex or handicap. To accomplish the objectives of the Small Business policy, the City has established specific goals for local S/M/W/AABE participation in this contract.

### 2. **DEFINITIONS** related to the Small Business Program Provisions:

- a. **Small Business Program:** the Small Business Economic Development Advocacy ("SBEDA") Program governed by this ordinance and managed by the SMALL BUSINESS Program Office.
- b. **Small Business Enterprises (SBE):** a corporation, partnership, sole proprietorship or other legal entity, for the purpose of making a profit, which is independently owned and operated and which meets the U.S. Small Business Administration (SBA) size standard for a small business. All firms meeting these thresholds will be considered an SBE.
- c. **Local Business Enterprise (LBE):** a corporation, partnership, sole proprietorship, or other legal entity which is headquartered within Bexar County for at least one year. For a branch office of a non-headquartered business to qualify as an LBE, the branch office must be located in Bexar County for at least one-year and employ a minimum of ten (10) residents of Bexar County for use at the local branch office.
- d. **Minority Business Enterprise (MBE):** a sole proprietorship, partnership, or corporation owned, operated, and controlled by a minority group member(s) who has at least 51% ownership. Minority group member(s) include African-Americans; Hispanic Americans; Asian-Pacific Americans; Asian-Indian Americans; American Indians; and Disabled Individuals. The minority group member(s) must have operational and managerial control, interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories. To qualify as an MBE, the enterprise shall be headquartered in Bexar County or the San Antonio Metropolitan Statistical Area (the SAMSA) for any length of time, or shall be doing business in a locality or localities from which the City regularly solicits, or receives bids on or proposals for, City contracts within the MBE's category of contracting for at least one year.
- e. **Woman Business Enterprise (WBE):** a sole proprietorship, partnership, or corporation owned, operated and controlled by women who have at least 51% ownership. The woman or women must have operational and managerial control,

interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories. To qualify as a WBE, the enterprise shall be headquartered in Bexar County or the SAMSA for any length of time or shall be doing business in a locality or localities from which the City regularly solicits or receives bids on or proposals for, City contracts within the WBE's category of contracting for at least one year.

- f. **African-American Business Enterprise (AABE)**: a sole proprietorship, partnership, or corporation owned, operated and controlled by an African-American group member(s) who has at least 51% ownership. The African American Group member(s) must have operational and managerial control, interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories. To qualify as an AABE, the enterprise shall be headquartered in Bexar County or the SAMSA for any length of time or shall be doing business in a locality or localities from which the City regularly solicits, or receives bids on or proposals for, City contracts within the AABE's category of contracting for at least on year.

### 3. **Goals for Small Business Participation**

The goals for the utilization and participation of SBE-MBE-WBE-AABE businesses on this contract are as follows:

|             |             |
|-------------|-------------|
| <b>MBE</b>  | <b>31%</b>  |
| <b>WBE</b>  | <b>10%</b>  |
| <b>AABE</b> | <b>2.2%</b> |
| <b>SBE</b>  | <b>50%</b>  |

Please note that a small business could be classified in multiple categories and thus their utilization could in theory be counted in each category of goals. For example, **Prime Contractor X** submits a proposal, which specifies that they intend to subcontract with Subcontractor A for 10% of the contract. Subcontractor A is certified by the City as an SBE and MBE (a male-owned Hispanic Business owner can be certified as an SBE and MBE). **Prime Contractor X** also intends to subcontract with Subcontractor B for 13% of the contract. Subcontractor B is certified by the City as SBE, MBE and a WBE (a female-owned Hispanic Business owner can be certified as SBE, MBE and WBE). In addition, **Prime Contractor X** also intends to subcontract 10% of the contract to Subcontractor C—a City certified SBE, MBE and AABE (a male-owned African-American business owner can be certified as both a MBE and as an AABE Business). **Prime Contractor X** is also classified as a local SBE. **Prime Contractor X's** compliance with the Small Business goals under this scenario would be as follows:

|     | City's Small Business Goals | Prime Contractor X's Compliance |
|-----|-----------------------------|---------------------------------|
| MBE | 31%                         | 33%                             |
| WBE | 10%                         | 13%                             |

|      |      |      |
|------|------|------|
| AABE | 2.2% | 10%  |
| SBE  | 50%  | 100% |

Under this scenario, the contractor would be in full compliance with the Small Business policy.

Another example regarding compliance with the policy is as follows: **Prime Contractor Y** submits a proposal, which specifies that they intend to partner through a joint-venture agreement with Company D. Company D is certified by the City as both an SBE and MBE (a male-owned Hispanic Business—certified as an SBE and MBE). As part of their joint-venture agreement, Company D will perform on 32.5% of the contract. **Prime Contractor Y** also intends to subcontract 13% of the contract with Subcontractor F. Subcontractor F is a City certified SBE/MBE/WBE and AABE business. **Prime Contractor Y** is also classified as a local SBE. **Prime Contractor Y** compliance with the Small Business goals would be as follows:

|      | City's Small Business Goals | Prime Contractor Y's Compliance |
|------|-----------------------------|---------------------------------|
| MBE  | 31%                         | 45.5%                           |
| WBE  | 10%                         | 13%                             |
| AABE | 2.2%                        | 13%                             |
| SBE  | 50%                         | 100%                            |

Under this scenario, the contractor would be in full compliance with the Small Business policy.

4. **List of Subcontractors/Suppliers Required**

*Proposals shall include a List of Subcontractors/Suppliers, which shall identify the particular SBEs, MBEs, WBEs and AABEs to be utilized in the performance of a contract awarded pursuant to this RFQ.*

5. **SBE-MBE-WBE-AABE Certification Required**

Only companies certified as SBE, MBE, WBE, or AABE through the South Central Texas Regional Certification Agency (SCTRCA), or as approved by the City of San Antonio Director of Economic Development, can be applied towards the contracting goals. Proof of certification must be submitted.

6. **Small Business Program Information**

Interested contractors/proposers are encouraged to contact the Small Business Outreach Office for information regarding the City's Small Business Program Policy in accordance with the City's Communication Policy outlined in the solicitation document. Please call (210) 207-3900 or FAX: (210) 207-3909.

## LIST OF SUBCONTRACTORS/SUPPLIERS

The Bidder/Proposer, \_\_\_\_\_, as part of the procedure for the submission of bid/proposals on a project known as \_\_\_\_\_, submits the following list of subcontractors/suppliers for proposed subcontracting areas (use additional sheets if necessary) to be used in the performance of work to be done on said project.

| NAME OF<br>SUBCONTRACTOR/SUPPLIER | SBE-MBE-WBE-AABE<br>CERTIFICATION<br>NUMBER | PERCENT AND DOLLAR<br>AMOUNT OF<br>SUBCONTRACT |
|-----------------------------------|---|--|
|                                   |   |  |
|                                   |   |  |

The following section is to be completed if the contract (Project) is for less than \$200,000. Please list subcontracting solicitations to all SBE-MBE-WBE-AABE contractors for participation on project. If none, explain (exclude successful bidders listed above). Use additional sheets if necessary. **The contractor is expected to solicit participation on subcontracts from available MBE-WBE-AABE-SBEs under this contract.**

| NAME OF COMPANY<br>PERFORMING WORK | SBE-MBE-WBE-AABE<br>CERTIFICATION<br>NUMBER | REASON FOR<br>REJECTION |
|------------------------------------|---|-------------------------|
|                                    |   |                         |
|                                    |   |                         |

Only companies certified as an MBE, WBE, AABE or SBE by the City of San Antonio or its certifying organization can be applied toward the contracting goals. All MBE-WBE-AABE-SBE subcontractors or suppliers must submit a copy of their certification certificate through the Prime Contractor. Proof of certification must be attached to this form. If a business is not certified, please call the Small Business Program Office at (210) 207-3900 for information and details on how subcontractors/suppliers may obtain certification.

It is understood and agreed that, if awarded a contract by the City of San Antonio, the Contractor will not make additions, deletions, or substitutions to this certified list without consent of the Director of Economic Development and Director of the appropriate contracting department (through the submittal of the Request for Approval of Change to Affirmed List of Subcontractors/Suppliers).

### AFFIRMATION

*I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.*

NAME AND TITLE OF AUTHORIZED

OFFICIAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## RESPONDENT QUESTIONNAIRE

1. Where is the Respondent's corporate headquarters located? \_\_\_\_\_  
\_\_\_\_\_
2. **Local Operation:** Does the Respondent have an office located in San Antonio, Texas?  
Yes ☐ No ☐ If "Yes", respond to a and b below:
  - a. How long has the Respondent conducted business from its San Antonio office?  
Years \_\_\_\_\_ Months \_\_\_\_\_
  - b. State the number of full-time employees at the San Antonio office. \_\_\_\_\_
3. **County Operation:** If the Respondent does not have a San Antonio office, does the Respondent have an office located in Bexar County, Texas?  
Yes ☐ No ☐ If "Yes", respond to a and b below:
  - a. How long has the Respondent conducted business from its Bexar County office?  
Years \_\_\_\_\_ Months \_\_\_\_\_
  - b. State the number of full-time employees at the Bexar County office.  
\_\_\_\_\_

## **City of San Antonio Discretionary Contracts Disclosure**

Discretionary Contracts Disclosure Form is posted as a separate document. Please complete Attachment D and submit with your submittal package.

Discretionary Contracts Disclosure Form is posted as a separate document or may be downloaded at

<https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.

Instructions for completing the Discretionary Contracts Disclosure form are listed below:

1. Download form and complete all fields.
2. Click on the Print button and place the copy in proposal response as indicated in the Proposal Checklist.
3. Click the Submit button. If the Respondent neglects to complete all required fields, those areas will be highlighted in red. All fields must be completed prior to submitting the form.

## LITIGATION DISCLOSURE

**Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.**

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes ☐ No ☐

2. Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes ☐ No ☐

3. Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes ☐ No ☐

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.